### IN THE UNITED STATES DISTRICT COURT FOR THE MIDDLE DISTRICT OF ALABAMA SOUTHERN DIVISION

CLAUDE GENE LEE, SR.,	)	
Plaintiff,	)	
VS.	)	CASE NO. 1:06-CV-874-MHT
WESTPOINT HOME, INC.,	)	
Defendant.	)	

#### **EVIDENTIARY SUBMISSION**

Defendant WestPoint Home, Inc. ("WPH") submits the following evidentiary materials in support of its Motion for Summary:

- 1. Declaration of Brendt Murphy and Exhibits 1-5 attached thereto.
- 2. Declaration of Frank Major, III and Exhibits 1-2 attached thereto.

Respectfully submitted this 7th day of June, 2007.

/s/Kelly F. Pate

One of the Attorneys for Defendant WestPoint Home, Inc.

#### OF COUNSEL:

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kpate@balch.com

**BALCH & BINGHAM LLP** 

Post Office Box 78

Montgomery, AL 36101-0078

Telephone: (334) 834-6500 Facsimile: (334) 269-3115

### CERTIFICATE OF SERVICE

I hereby certify that I have electronically filed the foregoing with the Clerk of the Court using the AlaFile system which will send notification of such filing and/or that a copy of the foregoing has been served upon the following by placing a copy of same in the United States mail, properly addressed and postage prepaid, on this 7th day of June, 2007:

Jay E. Tidwell, Esq. Tidwell Law Group, LLC 2112 11th Avenue South, Suite 217 Birmingham, AL 35205

> Stephen C. Wallace, Esq. Dawson & Wallace, LLC 2229 Morris Avenue Birmingham, AL 35203

Richard E. Crum, Esq. M. Russ Goodman, Esq. Cobb, Shealy, Crum, Derrick & Pike, P.A. 206 North Lena Street Dothan, AL 36303

> /s/Kelly F. Pate Of Counsel

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WESTPOINT HOME, INC.,	\(\frac{1}{2}\)
Defendant.	)

#### **DECLARATION OF BRENDT MURPHY**

Pursuant to 28 U.S.C. § 1746, I, Brendt Murphy, certify that the following declaration is based upon my personal knowledge.

- I am the Human Resources Manger for the WestPoint Home, Inc. ("WestPoint") 1. Abbeville Plant, at which Mr. Claude Gene Lee worked. Mr. Lee has been employed continuously since February 7, 1977 with WestPoint and his voluntary termination was effective April 15, 2006.1 From 1974 through 2000 he held various hourly paid jobs. Beginning in March 2000, Mr. Lee served as Third Shift Supervisor of the Packaging Department.
- 2. On August 8, 2005, the assets of WestPoint Stevens, Inc., Mr. Lee's original employer, were sold pursuant to section 363 of the bankruptcy code to a new company, WestPoint Home, Inc. name changes on Company policies and other documents were ongoing at the relevant times of Mr. Lee's employment. References in company documents to WestPoint Stevens, Inc. should be taken to mean WestPoint, Home, Inc.

<sup>&</sup>lt;sup>1</sup> Mr. Lee was previously employed with WestPoint from June 20, 1974 until July 10, 1974.

- 3. The Abbeville Plant receives finished sheeting fabric from other WestPoint plants and cuts and sews it into bed products such as flat sheets, fitted sheets, pillowcases, and other related items. The finished products are then sold throughout the home fashions industry.
- 4. Following the 2005 asset sale, WestPoint recognized that certain operational changes were necessary for the company to be successful and to become a stronger competitor in the industry. One of the changes, which directly affected the Abbeville Plant, was the transition of all fabrication and distribution functions to Abbeville. In addition, new work methods were introduced. Because of this change, all aspects of the Abbeville Plant operations came under close scrutiny. All manufacturing processes were reviewed, as were the supervisors and managers charged with implementing the changes. It was very important that WestPoint have supervisors and managers in place who were capable and committed to implementing and enforcing the changes necessary to move the company forward.
- 5. With these changes, including new work methods in the Packaging Department, and with all cutting, sewing, and distribution operations for sheeting starting to flow through the Abbeville Plant, it was critical that all shifts and departments operate effectively, incorporate the new methods, and that all supervisors and associates perform at their highest level.
- 6. On December 12, 2005, Mr. Lee's poor performance was first addressed when his supervisor and Department Manager, Bob Turner, gave Mr. Lee a personnel notice for his failure to perform key components of his job, such as enforcement of correct work procedures. failure to discipline associates for poor performance, a failure to communicate with other supervisors and his department manager on work-related matters and his overall demonstrated inability to effectively lead his associates and his shift. Attached as Exhibit 1 is a true and correct copy of the December 12, 2005 personnel notice.

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- On January 25, 2006, Mr. Lee's poor performance and failure to adequately 7. manage his associates was again addressed by Frank Major, a black male who was Mr. Lee's supervisor at the time. Mr. Major completed and discussed with Mr. Lee his annual performance review for 2005. Mr. Major rated Mr. Lee as "fair" noting his poor performance in supervision/management skills, communication skills, and administration.
- Despite these notices of poor performance, Mr. Lee failed to improve. 8. February 16, 2006, Mr. Lee received another personnel notice from Mr. Major due to poor job performance. Mr. Major noted Mr. Lee's continued failure to monitor associates, to enforce correct work procedures and to communicate with other shift supervisors concerning problems affecting the department.
- Again, Mr. Lee failed to improve. On March 8, 2006, then-Department Manager 9. Michael Alford gave Mr. Lee a Corrective-Action Report. Mr. Alford noted, among other things. Mr. Lee's failure to manage his associates. With this, Mr. Alford placed Mr. Lee on notice that immediate improvements were required or he could be removed from supervision. Mr. Lee's performance continued to decline, however, and his immediate removal became necessary. Attached as Exhibit 2 is a true and correct copy of the March 8, 2006 Corrective-Action Report for Mr. Lee.
- On March 11, 2006, Mr. Alford realized that Mr. Lee was failing to make any 10. effort to implement changes necessary to address the performance deficiencies for which Mr. Lee was on notice and he discussed this with me. Attached as Exhibit 3 is a true and correct copy of the March 11, 2006 Corrective-Action Report for Mr. Lee.
- 11. I consulted with Director of Human Resources Woodrow Sluss, and we determined, because of Mr. Lee's long employment history with WestPoint, the proper course of

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action was to remove him from his supervisory role and to offer to him a non-supervisory position. Interim Plant Manager Glenn McCants approved our recommendation. We offered Mr. Lee the job of Set Order Puller, an hourly position, like others he had held with the company prior to becoming a supervisor. Attached as Exhibit 4 is a true and correct copy of the documentation of Mr. Lee's refusal of the Set Order Puller job.

- 12. On March 15, 2006, however, Mr. Lee decided that he was not interested in the Set Order Puller job. There were no other positions available to offer Mr. Lee at that time. Accordingly, Mr. Lee's decision to decline the Set Order Puller job was considered a voluntary termination. Mr. Lee was allowed to use his accrued vacation of four weeks after which time his termination became effective on April 15, 2006. Attached as Exhibit 5 is a true and correct copy Mr. Lee's separation notice.
- During the time following the asset sale when the Abbeville Plant was under close scrutiny and changes were being implemented in the manufacturing processes utilized at the plant, senior management took a close look not only at the manufacturing processes, but also the management in place. No employee of the Abbeville Plant was immune or allowed to remain in his/her position if his/her performance was not acceptable. None of the decisions made were based on race or any factor other than performance. Many decisions regarding supervisors, managers, and other employees were made during this transition period. For example, Mary Bradley, who is black, was promoted to Department Supervisor on December 16, 2006. The Pillow Case Department Manager, who is white, was removed from that position on January 3, 2006, and replaced by William Feggins, a black male. In addition, the Abbeville Plant Manager, a white male, was removed from his position, despite his long employment history having been employed since January 1, 1976, and serving as Plant Manager since March 1, 1992. He was

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removed because it was determined that he would not be able to implement the changes necessary to complete the transition plan.

- Mr. Billy Wayne Bedsole, who was previously the second shift supervisor, was 14. transferred to third shift supervisor in the Packaging Department subsequent to Mr. Lee's removal from that role. Mr. Bedsole had also been reviewed by Mr. Major in January 2006. He was reviewed as "Meets Requirements." Mr. Mike Ethridge who served as first shift supervisor in the Packaging Department, was moved to third shift supervisor. He, too, was reviewed by Mr. Major in January 2006 as "Meets Requirements." Between December 12, 2005 and March 11, 2006—during which Mr. Lee received five notices regarding his poor performance, including his termination notice and his performance review-Mr. Bedsole and Mr. Ethridge received only one personnel notice each, both of which were from Mr. Major.
- On May 29, 2007 employees at the Abbeville Plant were given notice of the 15. Plant's imminent closing. The Abbeville Plant will close entirely on August 31, 2007.

I declare under penalty of perjury that the foregoing is true and correct. Executed on this 7th day of June, 2007.

Brendt Murphy

Brendt Murphy

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### ATT #1 PERSONNEL NOTICE

WESTPOINT STEVENS

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SSOCIATE		ASSOCIATE NUMBER	TYPE OF NOTICE
Claude Lee	•		C PROPUEN
ACILITY	DEPARTMENT	SHIFT	1 - ASSOCIATE PROBLEM
ACILITY	65	3	2 - ASSOCIATE COMPLAINT
044	<u> </u>	TAIOTTOE DATE	3 - NOTICE OF CHANGE
SUPERVISOR		NOTICE DATE	4 - REQUEST FOR CHANGE
BTURNER		12-12-05	5 - ASSOCIATE REQUEST
			6 - COMMENDATION
EFFECTIVE DATE OF CHANGE		,	7 - MISCELLANEOUS NOTICE
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## WESTPOINT HOME

# ATT: #3

### CORRECTIVE-ACTION REPORT - SALARIED (EXEMPT AND NONEXEMPT) PERSONNEL

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ASSOCIATE Claude Lee ASSOCIATE#	•	JOB TITLE SUPERVI	sor	DATE 3-8	3-06
FACILITY 44	PARTMENT P	ackaaina	SHIFT	<u>34</u>	
Performance/Conduct Description (Fully description, date, time, persons involved, outcome and	be the unac relevant co	ceptable performance/o	9s.)		
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in great detail.				<u>.</u>	· · · · · · · · · · · · · · · · · · ·
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Corrective-Action Plan: (Describe any special as sion or other action required to prevent recurrence of action plan.)  Laude must immediately all issues relating to Wis	dentify all	, address, Loca	ect and	entation and follow 1	P On
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supervisor in the partenging proper communications of pro	oriess (	**************************************		laude a	
be immediately removed from				DOC NOSOS	
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	•		<u> </u>	<del></del>	
Follow-up conference date: Aurelsor les Comments	s (Describe	status of action plan): _			
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/ swelt Murph 3	8-06	FACILITY MANAGEI		OB .	DATE
	DATE	DIVISION DEPART	MENT MANAG	ER	
WITNESS	DATE				CC-062503-CAR

# WESTPOINT HOME

### CORRECTIVE-ACTION REPORT - SALARIED (EXEMPT AND NONEXEMPT) PERSONNEL

ASSOCIATE / ABSOCIATE	£#	JOB TITLE	DATE 3-11-06
FACILITY 111	DEPARTMENT ()	Jupervisor SHIFT	3 LG
<b>1</b> 4		cking	<u> </u>
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Corrective-Action Plan: (Describe any sp sion or other action required to prevent rec of action plan.)	ecial assistance, in t urrence. Identify all i	he form of job change, training, c ndividuals responsible for implem	ounseling, extra supervi- entation and follow-up
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Comments: (Describe associate's attitude the unsatisfactory performance.)	and/or reactions and	any special circumstances or co	nsideration concerning
Follow-up conference date: NA Co	mments (Describe s	tatus of action plan):	
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Much Lee		Michael W. ask	rd 3-11-06
ASSOCIATE'S SIGNATURE	DATE 3.11-86	IMMEDIATE SUPERVISOR	DATE ·
HUMAN RESOURCES MANAGER	DATE	FACILITY MANAGER/CORPORAT DIVISION DEPARTMENT MANA	
WITNESS	DATE		CC-062503-CAR

PERSONNEL	NOTICE -	- JOB I	REFUSAL

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FACILITY	DEPARTMENT	SHIFT	2 - ASSOCIATE COMPLAINT
SUPERVISOR	65	NOTICE DATE	3 - NOTICE OF CHANGE
The Notes		3.15-06	4 - REQUEST FOR CHANGE 5 - ASSOCIATE REQUEST
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#### IN THE UNITED STATES DISTRICT COURT FOR THE MIDDLE DISTRICT OF ALABAMA SOUTHERN DIVISION

CLAUDE GENE LEE, SR.,	)
Plaintiff,	)
vs.	) CASE NO. 1:06-CV-874-MHT
WESTPOINT HOME, INC.,	)
Defendant.	) )

#### DECLARATION OF FRANK MAJOR, III

Pursuant to 28 U.S.C. § 1746, I, Frank Major, III, certify that the following declaration is based upon my personal knowledge.

- 1. I am a black male and am currently the Safety/Training Director for WestPoint Home, Inc. and I assist in the human resources department in this role.
- 2. From December 15, 2005 to February 20, 2006, I was Claude Lee's direct supervisor. My title at that time was Acting Department Manager. Previously, I was the Assistant Department Manager under Mr. Bob Turner.
- 3. Although Mr. Lee's department had fairly high efficiency reports—that is, the standards for each line, which periodically change, were close to or were being met, he was failing to actually supervise the associates on his shift. While meeting and exceeding production standards was certainly important, more important, after the asset sale in August 2005, was that WestPoint have on every shift and in every department managers and supervisors who were willing and able to take charge, implement and enforce new work methods, and help move the company towards its goal of becoming a stronger industry competitor. In fact, when I

periodically questioned him about concerns or matters regarding the shift, why certain machines on the line were not functioning, scheduling changes, and other matters with which a supervisor should be well in tune. Mr. Lee was unable to answer my questions. Instead, his subordinate, the Lead Person, was essentially performing Mr. Lee's supervisory role, and the Lead Person, not Mr. Lee was able to answer my questions. Mr. Lee simply was not managing his shift or his associates, and he would have to ask his Lead Person about issues and concerns I had, all of which were matters he, as the supervisor, should have known and should have corrected. For example, he would not take charge of the scheduling requirements for the department, which was part of his job as the supervisor. Each day schedules are set for the lines for the order in which certain products are to be handled. Mr. Lee would allow the Set Coordinator, one of his subordinates, to change the schedule without his knowledge or approval. responsibility to handle scheduling for his shift. Mr. Lee was not involved with the associates working on his shift; the associates whom he should have been supervising.

- 4. I addressed Mr. Lee's ineffective leadership and poor performance on January 25, 2006. I completed and discussed with Mr. Lee his annual performance review in which I rated Mr. Lee as "fair." This is one of the lowest ratings on the performance review and was due to poor performance in supervision/management skills, communication skills and administration areas. These deficiencies were all attributable to his failure to properly carry out his supervisory role: to manage, support, and control the associates working on his shift. Attached as Exhibit 1 is a true and correct copy of the January 25, 2006 performance review for Mr. Lee.
- 5. Despite these notices of poor performance, Mr. Lee failed to improve. February 16, 2006, I again gave Mr. Lee a notice of his poor job performance. At this time, I completed a personnel notice for Mr. Lee and discussed with him his continued failure to

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monitor associates, to enforce correct work procedures, and to communicate with other shift supervisors concerning problems affecting the department. The personnel notice I completed informed Mr. Lee that his failure to improve could require his removal from the position. Attached as Exhibit 2 is a true and correct copy of the February 16, 2006 personnel notice I gave Mr. Lee.

- 6. Subsequently, on February 20, 2006 I changed positions and no longer directly supervised Mr. Lee. Mr. Michael Alford became Department Manager and Mr. Lee's direct supervisor.
- 7. In January 2006, I also completed performance reviews for Mike Ethridge, First Shift Supervisor in the Packaging Department, and Billy Wayne Bedsole, Second Shift Supervisor in the Packaging Department. I rated both Mr. Ethridge and Mr. Bedsole as "Meets Requirements." Of the three supervisors in the Packaging Department -- Mr. Lee, Mr. Ethridge and Mr. Bedsole -- Mr. Lee was the lowest performing. While all three needed to improve in various areas and I gave Mr. Bedsole and Mr. Etheridge personnel notices noting areas for improvement, Mr. Lee was the least effective leader and manager of the three and his conduct required repeated notices of poor performance. Mr. Lee lacked control over his associates and continuously failed to maintain the level of involvement and communication with his associates that I felt necessary to be an effective and successful supervisor. Mr. Lee, unlike Mr. Bedsole and Mr. Ethridge, made little or no effort to correct the performance deficiencies I addressed with him.

I declare under penalty of perjury that the foregoing is true and correct. Executed on this 7<sup>th</sup> day of June, 2007.

Frank Major, III





### WESTPOINT HOME

# SALARIED-EXEMPT PERFORMANCE REVIEW

NAME Claud	e hec
DEPARTMENT/POSITION	TITLE Wrap and Pack - Supervious
FACILITY C	) 44- Abbruille
DIVISION and/or BUSINES	SUNIT Bod Products / Sheets
DATE LAST REVIEWED	
JSD	
RATING PERIOD	
PERFORMANCE RATING	F
DATE COMPLETED	1.25.06
GENERAL INSTRUCTION	VS
Timing:	A performance review is to be completed for each salaried-exempt associate annually between January 1 and January 31. It is the responsibility of each supervisor to prepare the performance review.
	The associate's performance of assigned tasks and accountabilities should be rated with respect to the
Procedure:	performance factors below, utilizing the following scale:
	a de la complicación de la compl
•	S - Superior: Consistently and substantially exceeds major job requirements. Accomplishments are extraordinary as demonstrated by job results.
	AR - Above Requirements: Exceeds most job requirements. Job results are measurably higher than job requirements.
	MR - Meets Requirements: Meets major job requirements. Performance is fully acceptable as demonstrated by job results.
, ;	F-Fair: Performance is slightly below what is expected in the position. Performance needs improvement.
	M - Marginal: Fails to meet most job requirements. Performance requires immediate, substantial and sustained improvement.
Acknowledgement:	This appraisal has been reviewed with the associate. It is understood that the signature does not necessarily indicate agreement with the content of the review.

MANAGEMENT SKILLS EVALUATION

After carefully evaluating individual's work performance in relation to current job requirements, check the appropriate box to indicate the associate's performance. Explanations of terms appear at the bottom of this page. If not applicable, indicate N/A.

Management Skills	Τ		RATIN	<b>VG</b>		Comments or Supportive Details
(Evaluate the first two skills categories only if the associate has supervisory responsibility.)	SUPERIOR	ABOVE	ď		MARGINAL	This section must be completed for each rating.
DEVELOPMENT OF SUBORDINATES Ability to prepare subordinates for current positions, as well as for positions of greater responsibility.			X			Associates are cross trained on Several different jobs.
SUPERVISION/MANAGEMENT/SKILLS Ability to direct and control subordinates; ability to motivate/and effectively coordinate the efforts of work groups:			نا	X		Claude has good management SICIDS: Necds to work or little harder motivating associates
STRATEGIC PLANNING/ORGANIZING Ability to establish courses of action to accomplish specific goals. Allocation of resources, including setting priorities meeting deadlines, anticipating problems.			X			Claude does a good job Keeping up with prioritis.
JOB KNOWLEDGE Technical knowledge and the level of competence		1.	X			Has good knowledge of the job and job duties
QUALITY Conformance to requirements reaccuracy, thoroughness, acceptability of work performed.			X			Quality is good. Needs to pay closer attention to lires
COMMUNICATION SKILLS  Ability to clearly and persuasively express concepts both orally and in writing, also, ability to listen effectively, grasp ideas and instructions		5		X		Does not commicant well with association
INTERPERSONAL: SKILLS Ability to work cooperatively with subordinates, peers, superiors, and external contacts; ability to influence others without direct authority.			X			Works well with associates
ADMINISTRATIVE Abilitysto satisfy all administrative components of position (i.e. timeliness, completeness, accuracy, complete		ਜ਼		X		Does not complete paperount
EARNING CAPABILITIES; OTHER RELEVANT SKILLS	]		X			Able to adopt to Changes. Has worked mond years in Packaging

#### PERFORMANCE EVALUATION RATING

Superior

Consistently and substantially exceeds major job requirements. Accomplishments are extraordinary as demonstrated by job results.

**Above Requirements** 

Exceeds most job requirements. Job results are measurably higher than job requirements.

**Meets Requirements** 

Meets major job requirements. Performance is fully acceptable as demonstrated by job results. Performance is slightly below what is expected in the position. Performance needs improvement.

Fair

Fails to meet most job requirements. Performance requires immediate, substantial and sustained improvement. Marginal

	PERFORMANCE SUMMARY AND TREND (Summarize your view of ass performance.)	ociate's accomplishments versus goals in the past year and indicate
	Zero lost time accidents	
	Incident rate for department 4.07	ent.
3.	STRENGTHS/GROWTH (Describe associates strengths and how they chan	ged in the past year.)
	Cloude's strength is experience and his about the adapt to	in the kulkaging destrolment
	DEVELOPMENTAL RECOMMENDATIONS  1. List Developmental Objectives and/or Skills To Improve based on overall p 2. For any deficiencies noted on Management Skill Evaluation, planned deve 3. Developmental Objectives or Skills To Improve should be directly transferre	lopment activity must be detailed here. ed onto next vear's Objective Setting page.
	Developmental Objectives/Skills To Improve	Planned Developmental Activity
	House Keeping	Continue to monitor
	House Keeping Associate Training	Continue to observe associates for
_		arces of improvement
	FUTURE CAREER DISCUSSION  Discuss associate's career goals and objectives. List any positions in which the a indicated.  A lander to set his job and is	
	Claude loves his job and is for advancement.	
	DVERALL PERFORMANCE RATING  Superior Above Requirements Meets Requirements	rements 🛛 Fair 🔲 Marginal
_		· · · · · · · · · · · · · · · · · · ·
	ASSOCIATE'S COMMENTS	,
	ASSOCIATE'S COMMENTS	
[	ASSOCIATE'S COMMENTS  SIGNATURES,	Check if additional comments attached

### ANNUAL ACCOMPLISHMENT SUMMARY DEVELOPMENT REVIEW

Strictly Private

(This page to be completed by associate)

A. ACCOMPLISHMENT SUMMARY (Summarize your accomplishments versus goals in the past year.)

Brought Percent Ages to 100%. Some work days more than 100%. Employees work to bether well. work Along with Mechanics to make sure machines are kept Running.

B. STRENGTHS/GROWTH (Describe your strengths and how they changed in the past year.)

I MAICE sure each employee is working to their full potential. IF I am strong At this. My Employees will be strong And Know they must do their Jobs well. I Can help My employee to be the best they can be.

C. IMPROVEMENT/DEVELOPMENT NEEDS/PLANS (Identify most critical needs and responsive action plans.)

Make sure every Employee Receives the best TRAINING POSSIBLE FOR Old AND NEW JUBS

D. JOB/CAREER INTEREST (if interested in a job change, list preference including position title, business unit, location. Specify any geographic fimilations, desired timing, etc. Also describe long-term interest.)

I Like being supervisor AND I Love MY Job.

Claude Lee

1-25-06



### WESTPOINT HOME

### PLANNED PERSONAL OBJECTIVES AND ACCOMPLISHMENTS FOR SALARIED-EXEMPT ASSOCIATES

Associate's Name (last, first, middle initial)  5 UPERVISOR  Title	Date  Bed PROducts Sheets  Division and/or Business Unit
Planned Personal Objective Form 1-61-66 to	12-31-66
1. Efficiency Goal 95% end of 1st & a. Incident Rate of 2% or less 3. Reduce cost per Doz by 1/32 1 Phoalsof 1852 end of 1st Ate, 1612 2 4. Zero lost fine Accidents in	for Dept.  by the end of 4th Dtc.  and of 2nd, 500 and of 5rd, 550 end of 4th  2006
Claude Lee Associate's Signature	Supervisor/Manager Muy
1-25-06 Date	1.25.86
(Note: All salaried-exempt associates supervising others must include in the	eir goals their efforts in meeting EEO/AAP expectations.)
Please indicate target date for meeting each goal (1st, 2nd, 3rd and 4h quarte	r).
*Signatures above indicate agreement on goals and objectives at beginning	of evaluation period.
•	Return to Table of Contents

Lee/WPH - 004D

ATTACH

PERSONNEL NOTICE

WESTPOINT STEVENS

INITIATED BY COMP	ANY AT REQUEST OF	ASSOCIATE	
ASSOCIATE Claude Lee		ASSOCIATE NUMBER	1 -ASSOCIATE PROBLEM 2 - ASSOCIATE COMPLAINT
FACILITY 044 SUPERVISOR	DEPARTMENT Packaging	NOTICE DATE  2 · 16 · 0 · 4	2 - ASSOCIATE COMPLAINT 3 - NOTICE OF CHANGE 4 - REQUEST FOR CHANGE 5 - ASSOCIATE REQUEST
EFFECTIVE DATE OF CHANGE		2.76.04	6 - COMMENDATION 7 - MISCELLANEOUS NOTICE
SITUATION IN BRIEF POOT Job Performance			
			•
DETAILS This Personnel Notice is to	inform you of the need to incre	ase the montoring of you	ur associates. There is an excessive
			ven after the correct method has
			in your problem solving of incorrect
	epartment. There also needs to		or even issues that you find during
	ed to be addressed immediatel		
Poor Job Performance.			
- '		•	
· · · · · · · · · · · · · · · · · · ·			
CTION TAKEN Covered the above with Cla	ude. Asked him if he needed at	ny other guidance or ass	istance. Failure to meet
hese goals and guidelines in	mmediately will result in Correc	ctive Action which may it	nclude removal from your job.
DISTRIBUTION COST DEPT.	· VICE PRESIDENT	RECOMMENDED BY	
DEPT. FILES INDUSTRIAL RELATIONS	GENERAL MANAGER MANAGER	DEPARTMENT/MANAGE	y - 14100
OFFICE MANAGER PAYROLL DEPT. HUMAN RESOURCES DEPT.	ASST. MANAGER DEPT. MANAGER SUPPLY ROOM	OTHER OTHER	2-16-06
HUWAN RESOURCES DEFT			SIGNATURE DATES